

ORDER FORM

FAX OR MAIL THIS ORDER FORM WITH SAMPLE ARTWORK

BILL TO: _____
Street: _____
City _____ State ____ Zip _____
Buyer's Information:
Name: _____
Phone: _____
Fax: _____
Email: _____

SHIP TO: _____
Street: _____
City _____ State ____ Zip _____
Attention: _____
Phone: _____
Fax: _____

New Order Re-Order Re-Order with Changes

Sample Artwork Attached (required for all orders)

LETTERHEAD (indicate quantity and paper type)

Quantity: _____ reams (500 sheets per ream)

20# Xerographic Bond 20# Wausau Royal Bond

24# Chadwick Light 24# Gilbert Chadwick
Cockle Idaho State Seal

Fish & Game Glacier Mist

Second Sheets (Indicate paper type above)

ENVELOPES (indicate quantity and paper type)

Quantity: _____ Boxes (500 envelopes per box)

20# Wausau Royal Bond

Other _____

OTHER: _____

Quantity: _____

INK COLOR(S) Black Reflex Blue H&W Blue

PMS _____ PMS _____

Other _____

SPECIAL INSTRUCTIONS:

METHOD OF PAYMENT:

Your P.O. Number: _____

Invoice, payable within 30 days of invoice date

Purchasing Card (Pcard)

Pcard No. _____ Expiration Date _____
Your card will not be charged until the order is shipped or delivered.

Signature of Authorized Buyer _____ Date _____

Please be aware of the following contractual items:

- Copy Prep (per negative/when required) \$15.19
- Expedited Service (less than 5 calendar days) \$25.31
- Printing Cost per 1,000 when stock supplied: \$40.50
- Minimum Order if less than 500 qty \$30.00

Typesetting charges are based on our standard hourly rate of \$60.00, with a minimum of \$15.00 for simple address and/or name changes.

We will advise the purchaser of any typesetting costs that will exceed \$15.00.

Please call for quotes on non-contract printing and design.

All invoices are payable 30 days from invoice date. Past due accounts will be assessed a finance charge of 1.5% per month, which is an annual rate of 18% to be applied to the unpaid balance.

PRINTWORKS USE ONLY:

Date Received: _____

Date of Confirmation _____

☐ email

☐ fax to: _____

Date of Final Proof: _____